

BOARD OF SUPERVISORS

Brown County



305 E. WALNUT STREET
P. O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600

E-Mail BrownCountyCountyBoard@co.brown.wi.us

PHONE (920) 448-4015 FAX (920) 448-6221

"PUBLIC NOTICE OF MEETING"

Pursuant to Section 19.84 Wis. Stat., notice is hereby given to the public that the following meetings will be held

THE WEEK OF MARCH 15-19, 2010.

MONDAY, MARCH 15, 2010

* 3:00 p.m.	Housing Authority	Room 604—City Hall 100 N. Jefferson Street
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TUESDAY, MARCH 16, 2010

(No Meetings)

WEDNESDAY, MARCH 17, 2010

(No Meetings)

THURSDAY, MARCH 18, 2010

* 9:00 a.m.	Fire Investigation Task Force	Allouez Fire Department 135 Dauphin Street
* 5:30 p.m.	Facility Master Plan Subcommittee	Room 201—Northern Bldg. 305 E. Walnut Street
* 6:00 p.m.	Library Board	Central Library Downtown 515 Pine Street
* 7:00 p.m.	Board of Supervisors	Legislative Room 203 100 N. Jefferson Street

FRIDAY, MARCH 19, 2010

(No Meetings)

***Agendas Enclosed**

Any person wishing to attend who, because of a disability, requires special accommodation, should contact the Brown County Human Resources Office at 448-4065 by 4:30 p.m. on the day before the meeting so that arrangements can be made.

AGENDA
BROWN COUNTY HOUSING AUTHORITY
Monday, March 15, 2010
City Hall
100 N. Jefferson Street, Room 604
Green Bay, WI 54301
3:00 p.m.

MEMBERS: Darlene Hallet-Chair, Michael Welch-Vice Chair, Tom Diedrick, Paul Kendle, Rich Acher

APPROVAL OF MINUTES:

1. Approval of the minutes from the February 15, 2010, meeting of the Brown County Housing Authority.

COMMUNICATIONS:

None.

REPORTS:

2. Report on Housing Choice Voucher Rental Assistance Program (January and February)
 - A. Preliminary Applications
 - B. Housing Assistance Payments
 - C. Housing Assistance Unit Count
 - D. Housing Quality Standard Inspection Compliance
 - E. Housing Choice Voucher Administrative Costs and HUD 52681B
 - F. SEMAP Monitoring Report
 - G. Report of the Housing Choice Voucher Family Self-Sufficiency Program.
 - H. Report on the Housing Choice Voucher Home Ownership Option.
 - I. Report on Langan Investigations Criminal Background Screening and Fraud Investigations.

OLD BUSINESS:

None.

NEW BUSINESS:

3. Approval of Chapter 18 (VASH Vouchers) for the Housing Choice Voucher Administrative Plan.
4. Discussion and possible approval to create a limited term fulltime position with benefits to assist Housing Administrator.

5. Discussion and possible approval to use FSS reserves to fund FSS Coordinator positions until congressional appropriation of funding is complete.

INFORMATIONAL:

None.

STAFF REPORT:

6. 2009 BCHA Year End Financials.

**BROWN COUNTY FIRE INVESTIGATION TASK FORCE
BOARD OF DIRECTORS**

AGENDA

A meeting of the Board of Directors of the Brown County Fire Investigation Task Force will be held on Thursday, March 18, 2010, at 9:00 a.m., at the Allouez Fire Department, 135 Dauphin Street, Green Bay, WI.

- ITEM #1. Adoption of the Agenda.
- ITEM #2. Review Minutes of Meeting of January 14, 2010.
- ITEM #3. Report of Monthly Activities of the Fire Investigation Unit.
- ITEM #4. Report of the General Membership President.
- ITEM #5. Old Business.
 - A. Disposition of Case Proceedings.
 - B. Status of County Agreement with MABAS.
- ITEM #6. New Business.
 - A. Discuss number of yearly Board meetings.
 - B. Form Bylaws Committee.
- ITEM #7. Report of Juvenile Firesetter Program Coordinator.
- ITEM #8. Other Matters.
- ITEM #9. Set Date, Time, and Location of Next Meeting.
- ITEM #10. Adjourn.

Robert Kiser, Chairperson of the Board
Brown County Fire Investigation Task Force

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FACILITY MASTER PLAN COMMITTEE

Adam Warpinski, Chair
Carole Andrews, Vice Chair
Jack Krueger, Mike Fleck, Pat Wetzel

FACILITY MASTER PLAN SUBCOMMITTEE

Thursday, March 18, 2010

5:30 p.m.

**Room 201, Northern Building
305 E. Walnut Street**

1. Call to Order.
2. Approve/Modify Agenda.
3. Approve/Modify Minutes of January 26, 2010 and February 8, 2010.
4. Summary of Survey Responses and Reviews for Division of Health and Human Services.
5. Update on former Mental Health Center property and possible uses.
6. Such Other Matters as Authorized by Law.

Adam Warpinski, Chair

Notice is hereby given that action by the Committee may be taken on any of the items which are described or listed in this agenda.

Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

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LIBRARY

515 PINE STREET
GREEN BAY, WISCONSIN 54301-5194

PHONE (920) 448-4400
FAX (920) 448-4364

LYNN M. STAINBROOK
DIRECTOR

E-MAIL Stainbrook_LM@co.brown.wi.us
WEBSITE www.browncountylibrary.org

BROWN COUNTY LIBRARY BOARD

Central Library

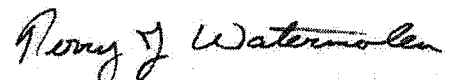
515 Pine Street, Downtown Green Bay

Thursday, March 18, 2010

6:00 p.m.

AGENDA

1. Approve/modify agenda
2. Minutes, bills and communications
3. Open forum for the public
4. Report from the County Executive
5. Facilities Report
 - a. Solar Energy Project at Kress
 - b. Energy Conservation Methods update
 - c. East Branch lease committee update
 - d. Progress on RFP for architectural services
6. Accountant's report
 - a. Financial report
 - b. Acceptance of gifts, grants and donations
 - c. Approve Budget Adjustment Request
 - d. Carryover funds
7. Approve Staff Travel to Public Library Association Conference, Portland, OR
8. Information Services report on services received
9. Nicolet Federated Library System
 - a. Monthly update
10. Closed session pursuant to Section 19.85 (1) (c) WI Statutes, for the purpose of consideration of employment, promotion, compensation or performance data of any public employee over whom the governmental body has jurisdiction or exercises responsibility.
11. President's report
12. Director's report
13. Such other matters as are authorized by law
14. Adjournment



Terry Watermolen
President

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E-mail bc_county_board@co.brown.wi.us

GUY ZIMA, CHAIR

MARY SCRAY, VICE CHAIR

PUBLIC NOTICE OF MEETING

Pursuant to Section 19.85 and 59.094, Wis. Stats, notice is hereby given to the public that the regular meeting of the **BROWN COUNTY BOARD OF SUPERVISORS** will be held on **Wednesday, March 18, 2010 @ 7:00 p.m.**, in Legislative Room 203, 100 N. Jefferson Street, Green Bay, Wisconsin.

The following matters will be considered:

Call to order.

Invocation.

Pledge of Allegiance to the Flag.

Opening Roll Call.

****Presentation****

Commendation presentation to Brown County Supervisors

1. **Adoption of Agenda.**
2. **Comments from the Public regarding agenda items only.**
3. **Approval of minutes of February 17, 2010.**
4. **Announcements of Supervisors.**
5. **Communications: (None)**
 - a) **Late Communications:**
6. **Appointments by County Executive:**
 - a) Reappointment of Grace Aanonsen, Patricia Finder-Stone and Libby Miller and the re-appointment of Pat Cochran to the Aging & Disability Resource Center Board.
 - b) Appointment of Lesley Green to the Criminal Justice Coordinating Board.
 - c) Reappointment of Kramer Rock and the appointment of Supervisor Jesse Brunette to the Museum Board of Directors.
7. **Reports by:**
 - a) County Executive.
 - b) Board Chairman.
8. **Other Reports:**

9. **Standing Committee Reports:**

- a) Report of Administration Committee of February 25, 2010.
- b) Report of Education & Recreation Committee of March 4, 2010.
- c) Report of Executive Committee of March 8, 2010.
- d) Report of Human Services Committee of February 24, 2010.
- e) Report of Planning, Development & Transportation Cmte of February 22, 2010.
 - i) Report of Land Conservation Sub Committee. **No quorum/No report.**
- f) Report of Public Safety Committee of March 2, 2010.

10. **Resolutions, Ordinances:**

Administration Committee

- a) Resolution to Designate Brown County, Wisconsin as a Recovery Zone for Purposes of the American Recovery and Reinvestment Tax Act of 2009. *(Motion at Admin: To approve.)*

Executive Committee

- b) Resolution re: Change in Table of Organization Department of Administration / Information Services re: Programmer / Analyst II. *(Motion at Exec: To approve.)*
- c) Resolution re: the Reclassification of the Director of Public Safety Communications Position. *(Motion at Exec: To approve.)*
- d) Ordinance re: To Amend a Portion of Sub Section (3)(e) of Section 3.11 of the Brown County Code Entitled "Out of County Travel Expense Reimbursement".

Planning, Development and Transportation Committee

- e) Resolution Designating the Week of April 19th through April 23rd as "Work Zone Safety Awareness Week" in Brown County in 2010. *(Motion at PD&T: To approve.)*
- f) Resolution Authorizing an Application for a Wisconsin Community Development Block Grant for Economic Development from the Wisconsin Department of Commerce. *(Motion at PD&T: To approve.)*

Executive / Public Safety Committee

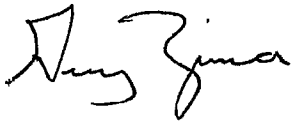
- g) Ordinance re: To Create Sec. 30.09 of the Brown County Code Entitled "Purchase and Sale of Scrap Metal. *(Motion at Exec: To approve; Motion at Public Safety: To hold for one month.)*

Public Safety Committee

- h) Resolution in Support of Facilitating the Development and Operation of a Child Death Review (CDR) Northeast Regional Team. *(Motion at Public Safety: To approve.)*
- i) Resolution re: To approve Intergovernmental Agreement between Ashwaubenon and County Concerning Transfer of Dispatch Responsibility. *(Motion at Public Safety: To have a special advisory committee formed to research this and report back.)*

11. **Such other matters as authorized by law.**
12. **Bills over \$5,000 for period ending February 28, 2010.**
13. **Closing Roll Call.**
14. **Adjournment to Tuesday, April 20, 2010 at 9:30 a.m., Legislative Room #203, City Hall, 100 North Jefferson Street, Green Bay, Wisconsin.**

Submitted by:



Guy Zima
Board Chairman

Notice is hereby given that action by the County Board of Supervisors may be taken on any of the items which are described or listed in this agenda.



MARCH 2010

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		Public Safety 5pm		Ed & Rec 5:30pm		
	1	2	3	4	5	6
7	Executive Cmte 6:00 pm	Vets' Recognition 5:15pm	10	11	12	13
14	15	16	17	18	19	20
			St. Patrick's Day 	Facility Master Plan 5:30 pm. & Board of Supervisors 7:00 p.m		
21	Land Con 6pm Plan Dev & Trans 6:30 pm	23	Human Svc Cmte 6pm	Admin 5:30 pm	26	27
28	29	30	31			
		Criminal Justice Coord Bd 3:30pm				

APRIL 2010



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
NOTE:	DATES ARE	TENTATIVE		Ed & Rec 5:30pm	<u>Good Friday</u> <u>Offices Closed</u>	
				1	2	3
Easter	Public Safety 5:30 pm	Election Day	7	8	9	10
4	5	6				
11	Executive Cmte 6:00 pm	Vets' Recognition 5:15pm	14	15	16	17
18	19	20	21	22	23	24
		Board of Supervisors 9:00 am	EMS 1:30pm	Facility Master Plan 5:15 pm. & Admin 5:30 pm		
25	Land Con 6pm Plan Dev & Trans 6:30 pm	Criminal Justice Coord Bd 3:30pm	Human Svc Cmte 6pm	29	30	
	26	27	28			

BROWN COUNTY COMMITTEE MINUTES

- **Aging & Disability Resource Center (February 25, 2010)**
- **Facility Master Plan Subcommittee (January 26, 2010)**
- **Facility Master Plan Subcommittee (February 8, 2010)**
- **Fire Investigation Task Force Board of Directors (January 14, 2010)**
- **Housing Authority (February 15, 2010)**
- **Transportation Coordinating Committee (December 14, 2009)**

To obtain a copy of Committee minutes:

http://www.co.brown.wi.us/minutes_and_agendas/

OR

Contact the Brown County Board Office or the County Clerk's Department

**PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER OF BROWN
COUNTY BOARD MEETING**

February 25, 2010

PRESENT: Patricia Finder-Stone, Tom Diedrick, Libbie Miller, Grace Aanonsen,
Steve Daniels, Bill Clancy, Keith Pamperin, Pat Cochran

EXCUSED: Donajane Brasch, Judy Parrish

ALSO PRESENT: Sunny Archambault, Arlene Westphal, Devon Christianson,
Debra Bowers, Sandy Groeschel, Steve Maricque, Denise Misovec

PLEDGE OF ALLEGIANCE.

INTRODUCTIONS: No introductions were needed.

Chairperson Diedrick called the meeting to order at 8:32 a.m.

ADOPTION OF AGENDA: Mr. Diedrick asked for any additions or corrections to the February 25, 2010 Agenda. Ms. Archambault noted that Ms. Brasch was absent and we would not be having the Mental Health Parity Update, agenda item number 5.

A motion was made by Sup. Clancy and seconded by Ms. Miller to adopt the February 25, 2010 agenda with the above noted correction. **MOTION CARRIED.**

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF JANUARY 28, 2010:

Mr. Diedrick asked for any additions, corrections, or deletions to the minutes of the regular meeting of January 28, 2010. Ms. Archambault noted that John Holzer's name was omitted from those also present and should be added.

Ms. Miller moved and Ms. Cochran seconded to approve the minutes of the regular meeting of January 28, 2010 with the above noted correction. **MOTION CARRIED.**

FINANCIAL REPORT:

A. APPROVAL OF PRE-AUDIT 2009 FINANCE REPORT: Ms. Archambault drew board members attention to the Pre-Audit 2009 Finance Report included in the board packet noting that the figures in red represent the changes that occurred in the budget since the December Report. She noted that the major changes included the invoice submitted by Human Services that has been paid and the \$33,000 increase in MA Claiming dollars that was received over what was budgeted.

E. APPROVAL OF JANUARY 2010 FINANCE REPORT: Ms. Archambault noted that Information Services Chargebacks, EAP/Insurance Chargebacks, Central Services, and Facilities Chargebacks are paid at 50% in January and 50% in June or July. Otherwise expenses appear to be on target.

On the revenue side we received 50% of Brown County Appropriations in January and will receive the rest in June or July. Ms. Archambault reviewed the 2009 Equipment Budget which included \$414 of Supplies & Expenses and \$1,509 of Total Building Improvements which were for remodeling in the building.

Ms. Aanonsen moved and Ms. Miller seconded to approve the Pre-Audit 2009 Finance Report and the January 2010 Finance Report. **MOTION CARRIED.**

C. APPROVAL OF JANUARY RESTRICTED FUNDS: Board members reviewed the January Restricted Donation of \$250 from Jerry and Barbara Jarvey for Home-Delivered Meals.

Ms. Miller moved and Mr. Pamperin seconded to approve the Restricted Donations. **MOTION CARRIED.**

D. REQUEST FROM AMERICAN RED CROSS FOR \$8,000: Ms. Archambault explained to board members that she has received a request from American Red Cross for financial assistance of \$8,000 to help with the replacement of a van which was damaged beyond repair in an accident in December 2009. Red Cross would utilize their insurance payment of approximately \$7,500 along with our \$8,000 to fund the purchase of a late model used sedan to replace the damaged van. Ms. Archambault noted that we have \$39,000 of unspent transportation grant dollars and this would be an appropriate use of these dollars.

After some discussion Mr. Pamperin moved and Sup. Clancy seconded to approve the request from American Red Cross for \$8,000 to assist with replacement of a damaged vehicle.

AYES: Tom Diedrick, Keith Pamperin, Grace Aanonsen, Bill Clancy, Pat Cochran, Libbie Miller, Pat Finder-Stone. **ABSTAIN:** Steve Daniels. **MOTION CARRIED.**

E. REQUEST TO DISCONTINUE PROVIDING WORK PERMITS: Ms. Archambault explained that over the years we have provided work permits that are required for young people to obtain jobs. We receive \$2.50 per permit which takes the ADRC receptionist approximately 30 minutes to process. Over the past months our front desk has become increasingly busy and we have looked into other alternatives for serving these young people. County Clerk Darlene Marcelle already provides work permits and is willing to assume this additional responsibility. Therefore, Ms. Archambault requested board approval for the ADRC to discontinue providing work permits as of May 31st.

Sup. Clancy moved and Ms. Aanonsen seconded to discontinue providing work permits as of May 31st. **MOTION CARRIED.**

NUTRITION PROGRAM REPORT: Ms. Sandy Groeschel introduced herself stating that she has held the position of the Nutrition/Volunteer Coordinator for the ADRC for the past 2 ½ years. Some of her responsibilities include working with our vendor, referring clients to our dietician for nutrition counseling, assessing and reassessing the eligibility of those being served, along with data entry and generating reports needed by the state for funding purposes.

Ms. Groeschel distributed a handout which summarized the ADRC Nutrition Program and its activity for 2008-2009. She went on to explain that the Nutrition Program has three major sources of funding, the Older American Act (Federal Funding), County Funding for legally disabled under 60, and COP Funding (Community Options Program for any-aged individual who passes functional and financial screening). The Nutrition Program provides both congregate (group dining) and homebound meals (HBM). The HBM program serves persons who are homebound, unable to cook for themselves, and who have no one else to cook for

them, who are 60 years of age or older or those under 60 years of age who are legally disabled.

Ms. Groeschel reviewed the statistical data included in the handout such as number of homebound clients served and number of congregate clients served with comparisons by funding sources. She noted that we currently serve over 400 homebound meals and 200 congregate meals daily and have 237 active volunteer drivers on board. She also reviewed the daily operations needed for the program to run efficiently as well as client characteristics, survey results and in-kind donations. Ms. Groeschel noted that the major challenge in 2011 will be the \$54,000 in stimulus dollars that was awarded to the program in 2009 that we will not have in 2011.

Another challenge the Nutrition Program is facing is finding a centrally located distribution center for the Homebound Meal Program. Ms. Archambault stated that a group from the ADRC had once again met with the people from the Quality Inn to discuss the possibility of purchasing condominium space from them. The bylaws have been sent to the County's Corp Counsel for review and we are waiting for Corp Counsel to get back to us.

APPROVAL OF FUNCTIONAL SCREEN QUALITY POLICY: Ms. Christianson referred board members to the final draft of the ADRC Functional Screen Quality Policy included in the board packet. She stated that this final draft has been internally approved and is now being brought to the board for its approval. Ms. Christianson noted that the purpose of this policy was to assure that staff administering the Long Term Care Functional Screen (LTCFS) are properly trained and mentored to assure consistency, accuracy and quality.

Ms. Christianson went on to review the procedure used in conducting the Functional Screen, the ongoing training through program development activities and webcasts, participation in chart reviews, the support and monitoring of staff, and the role of the Screen Liaison, I&A Team Lead and Assistant Director. She noted the importance of the board's awareness of the process should a complaint arise where the board's involvement would become necessary.

Mr. Panperin moved and Ms. Finder-Stone seconded to approve the Functional Screen Quality Policy. **MOTION CARRIED.**

HISTORY/REVIEW OF MISSION & VALUES: Ms. Archambault distributed a fact sheet on A Layman's Guide to the Older American Act highlighting the creation of the Older Americans Act (OAA) on July 14, 1965. She drew board members attention to the information on Title I: Declaration of Objectives and Definitions, Title II: Administration on Aging, and Title III: Grants for State and Community Programs indicating that we would look at this information in depth at a future meeting.

With the use of a power point presentation, Ms. Archambault also gave a review of how our story began as an Aging Unit in 1977. She laid the foundation of where we have been as a Commission on Aging from 1979-1997, an Aging Resource Center from 1998-2005, and where we are today as an Aging & Disability Resource Center. Ms. Archambault reviewed the challenges, controversy, advocacy and passion that has gone into 33 years of *"Building a community that values, empowers, and supports seniors, adults with disabilities and their caregivers"*.

I&A UPDATE: No report.

LEGISLATIVE UPDATE: Ms. Archambault distributed a handout which outlined how President Obama's \$3.8 trillion fiscal years 2011 budget request to Congress would affect

Administration on Aging (AoA) programs, specifically the Older Americans Act (OAA) programs and services. There would be a 13% increase to Title IIIB Supportive Services and a 31% increase to Title III E National Family Caregiver Support program. The Title VI Native American Aging Program would receive a 7.2% increase for Part A, Nutrition and other Supportive Services and a 31% increase for Part C Caregiving Programs. The Nutrition Programs under Title IIIC would only receive a little more than a 1% increase while Title VII Elder Justice and Ombudsman Program would see a 9% increase over last year. The Health and Long-Term Care Programs funded under Title II (including formerly known Aging and Disability Resource Centers) would be level funded under a new, separate line item. Title III D preventive health and the Alzheimer's demonstration program would be level funded. Title IV, intended for research and innovations would be reduced by \$5 million, while the Lifespan Respite Program administered by AoA would double their \$2.5 million from last year to \$5 million in this budget.

Ms. Archambault also announced that the Aging & Disability Resource Center of Brown County will be hosting "County Government 101" on Friday, March 26, 2010 at the ADRC from 8:00 – 11:30 a.m. Guest speakers will include Brown County Executive Tom Hinz presenting on *An Overview of County Government*, County Clerk Darlene Marcelle presenting on *Voting in Brown County*, and Circuit Judge Donald Zuidmulder presenting on *How the Judicial Branch Operates*. Ms. Archambault distributed a handout on this presentation and encouraged Board Members to attend.

DIRECTOR'S REPORT: No report.

NOMINATIONS COMMITTEE REPORT: Chairperson Diedrick reported that the Nominations Committee had met and developed the following slate of nominees for the offices of Chairperson, Vice-Chairperson, Secretary and Treasurer. Chairperson - Tom Diedrick, Vice-Chairperson - Keith Pamperin, Secretary - Judy Parrish, and Treasurer - Donajane Brasch.

ELECTION OF OFFICERS:

- A. Chairperson Diedrick turned the meeting over to Vice-Chairperson Pamperin to conduct the election of Chairperson. Mr. Pamperin presented Mr. Diedrick as the nominee for Chairperson and asked three times if there were any other nominations from the floor. There were no other nominations. Ms. Finder-Stone moved and Ms. Miller seconded to cast a unanimous ballot to elect Mr. Diedrick as Chairperson. **MOTION CARRIED.**
- B. Vice-Chairperson Pamperin then turned the meeting back over to Chairperson Diedrick. Chairperson Diedrick presented Mr. Pamperin as the nominee for Vice-Chairperson and asked three times if there were any other nominations from the floor. There were no other nominations. Ms. Finder-Stone moved and Ms. Miller seconded to cast a unanimous ballot to elect Mr. Pamperin as Vice-Chairperson. **MOTION CARRIED.**
- C. Chairperson Diedrick presented Ms. Parrish as the nominee for Secretary and asked three times if there were any other nominations from the floor. There were no other nominations. Ms. Finder-Stone moved and Ms. Aanonsen seconded to cast a unanimous ballot to elect Ms. Parrish as Secretary. **MOTION CARRIED.**
- D. Chairperson Diedrick presented Ms. Brasch as the nominee for Treasurer and asked three times if there were any other nominations from the floor. There were no other nominations. Mr. Pamperin moved and Ms. Miller seconded to cast a unanimous ballot to elect Ms. Brasch as Treasurer. **MOTION CARRIED.**

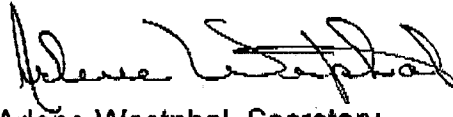
ANNOUNCEMENTS: Ms. Finder-Stone announced that the Coalition of Wisconsin Aging Group's Spring Kickoff Meeting on March 29, 2010 previously scheduled to be held at *The Grand* is now scheduled to be held at *The Sports Corner* in De Pere, WI.

Ms. Finder-Stone also informed board members that she had recently participated in a 3-hour teleconference discussing many legislative issues currently being addressed. She requested time on the next ADRC Board of Director's Agenda to bring everyone up to date on these issues.

NEXT MEETING DATE – MARCH 25, 2010: The next ADRC Board of Director's Meeting will be held on Thursday, March 25, 2010, at 8:30 a.m. The place of the meeting will be included in the Board Packet.

ADJOURN: Sup. Clancy moved to adjourn and Ms. Cochran seconded. **MOTION CARRIED.** The meeting adjourned at 10:15 a.m.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read 'Arlene Westphal', written in a cursive style.

Arlene Westphal, Secretary

**PROCEEDINGS OF THE BROWN COUNTY FACILITY MASTER PLAN
SUBCOMMITTEE**

Pursuant to Section 19.84 Wis. Stats., a meeting of the **Facility Master Plan Subcommittee** was held on Tuesday, January 26, 2010, at 5:30 p.m. in Room 200 of the Northern Building, 305 East Walnut Street, Green Bay, Wisconsin.

Present: Chair-Adam Warpinski, Carole Andrews, Mike Fleck, Jack Krueger
Excused: Pat Wetzel
Also Present: Bill Dowell, Peter Schlein,

1. **CALL TO ORDER:**

The meeting was called to order by Chair Adam Warpinski at 5:35 p.m.

2. **APPROVE/MODIFY AGENDA:**

A MOTION WAS MADE BY SUPERVISOR ANDREWS AND SECONDED BY SUPERVISOR FLECK TO TAKE ITEM #5 AFTER ITEM #3. Vote taken. MOTION CARRIED UNANIMOUSLY.

A MOTION WAS MADE BY SUPERVISOR KRUEGER AND SECONDED BY SUPERVISOR ANDREWS TO APPROVE THE AGENDA AS AMENDED. Vote taken. MOTION CARRIED UNANIMOUSLY.

3. **APPROVE/MODIFY MINUTES OF NOVEMBER 12, 2009:**

A MOTION WAS MADE BY SUPERVISOR FLECK AND SECONDED BY SUPERVISOR ANDREWS TO APPROVE. Vote taken. MOTION CARRIED UNANIMOUSLY.

Although shown in proper format, Item #5 was taken at this time.

4. **REVIEW OF 25 X 25 ENERGY PLAN:**

Facilities Director, Bill Dowell, put together a presentation re: Brown County Sustainability Plan, January 2010 and presented it for the committee (see attached presentation).

A MOTION WAS MADE BY SUPERVISOR KRUEGER AND SECONDED BY SUPERVISOR ANDREWS TO APPROVE. Vote taken. MOTION CARRIED UNANIMOUSLY.

5. **REVIEW OF OPTIONS FOR OLD MHC FACILITY:**

County Executive Tom Hinz came forward and stated with regards to the actual building, the former mental health center (MHC), it is roughly 141,000sq.ft. and has two wings. One wing was built in the 1930's and is 58,000sq.ft. The second wing was built in the 1960's and is roughly 83,000sq.ft. There is a little over 8 acres of property attached to the facility. Hinz further reported that the HVAC is bad and they are afraid that if they drain the water out of the pipes, they may never get it running again. The building contains asbestos. Asbestos is a mineral fiber that had been used commonly in that era in a variety of building construction materials for insulation and as a fire-retardant. When asbestos containing materials are damaged or disturbed by repair, remodeling or demolition activities, microscopic fibers become airborne and can be inhaled into the lungs, where they can cause significant health problems. Dowell explained that five years ago it was estimated to cost roughly \$200,000 just to take care of the asbestos problem.

Hinz explained that we live in a society where everyone wants to sue so in an effort to keep the county from being at fault for any liabilities, the county has a contract with a security company for

around \$15,000-\$16,000 a year for security checks to be done several times a day at the property.

The cost for utilities to keep the building functioning at a comfortable level runs the county about \$100,000 a year. When looking at the cost per acre for the 8-10 acres, if the building was demolished and the acreage sold, it could be sold at roughly \$25,000 per acre. If the county demolished the building and sold the land the county would still be at a negative of \$800,000.

Hinz noted that there is also a small unmarked graveyard located on the back of the property and for the respect of the people buried there, down the line, he would like to identify the old cemetery and add markers to honor the deceased.

With regards to possible uses of the building Hinz noted:

- ❖ UWGB – Hinz stated that UW Green Bay had been an environmental college; he felt they lost their mission over the years. In the 1970's environmental issues didn't play a lot in peoples interests but now it is coming back and the college is going back to its original mission statement. Hinz reported that he had met with the Chancellor on November 30th and toured the former MHC facility. The Chancellor seemed very interested and had even placed a call down to Madison to see if there was any potential for funding down the line. The Chancellor received a call on December 10th from Dan Spielmann, Director, Government & Community Relations, and was told that there was no funding from the UW system for that facility at this time. A thought was to give the facility away to UWGB for \$1. In doing so, the county would technically save money in doing this. The cost estimate to tear down the building would cost the county roughly \$1.1 million dollars. The facility was built so well that the foundation walls go down about eight feet. All that would have to be removed to make sure the property was suitable for development.
- ❖ Veteran's clinic component adjoining the clinic. On December 29th Hinz and Prevea Health President and CEO Dr. Ashok Rai, along with Economic Development Developer for the City of Green Bay, Derek Lord, toured the former MHC. Dr. Rai did a lot of his residency at the VA Clinic down in Milwaukee. He's familiar with the VA needs and had several ideas such as short term, long term care/rehab for veterans. Dr. Rai volunteered to contact Representative Kagen to come tour the facility. Hinz noted that the facility is still housing a lot of equipment such as old hospital beds, lockers, etc. Dr. Rai suggested contacting Mission Outreach, a not-for-profit organization focused on the recovery and responsible redistribution of healthcare equipment and supplies to developing countries. They collect, refurbish, test and redistribute millions of dollars in surplus equipment and supplies each year. At this time, Hinz noted that he felt the best opportunity for the property would be to attach it to the Veterans clinic property.
- ❖ There had been discussions re: a change in location for the UW-Extension building or a new location for the Sheriff's Department. There were concerns regarding the cost for a new HVAC system and it being a poor design for a Sheriff's department. Hinz noted that it would be cheaper to design a new building vs. refurbishing the former MHC. Moving the Health Department was brought forward as an option. In moving the Health Department they would only need a portion of the building leaving over 100,000sq.ft. of empty building. A negative would also be factoring in the replacement of the HVAC.
- ❖ Hinz stated that they were currently in the process of going through the County Board to put out a notice of offering for any potential developers with the idea of having developers go

through the site and come up with ideas that had not already been thought of. When Jeff Mirkes, Executive Director of Downtown Green Bay, Inc., toured the facility, he made a comment that the building does not deserve to get torn down. It's a beautiful building esthetically with floors in perfect condition that will last a thousand years. Hinz agreed.

- ❖ On December 26th, Hinz spoke with Green Bay Press Gazette's Tony Walter who wrote an article "Brown County Seeks Input on Fate of Former Mental Health Center." Hinz had since received three emails from people with suggestions and idea. One email was with regards to converting the property to low income apartments, the second, to convert to short term stay hotel for veterans and their families, and the third was to convert the facility to a homeless shelter. Hinz stated that he had spoken with Disabled American Veterans Treasurer and Past National Commander, Dick Marbes. Mr. Marbes arranged for representatives from the Veterans Affairs to come to Green Bay to meet with Bill Dowell to tour the facility. Their agenda was to look at the old MHC for a possible homeless shelter for veterans.
- ❖ Hinz reported that he had received a call inquiring about using the facility for sex offenders and his reply was "no way." He stated he was hesitant to bring this information forward but felt that it would put any rumors to rest.

Supervisor Krueger stated that over the years this committee had done a lot of study on potential uses and he was sure that the county had records. He noted that he had a copy of all of them as well. He felt there are viable alternatives that need to be discussed and previous information that needed to be revisited. Hinz stated that he fully agreed. Krueger stated that there had been a lot of talk over the years and they needed to come to some sort of conclusion of what kind of direction they are going to go. He stated that some may not like the idea of moving the health department but then there are people that might not like paying rent either and would like to move the department to a facility the county owns. Tons of dollars are being paid to Arms Security to store old records; the former MHC building may be suitable to store those records. He explained that they have to put that all into the big picture; some options may solve other issues. Krueger noted that there had been discussions about moving UW-Extension and at one point they were very objectionable to it but when they looked at it they decided it would work because of the related properties and they could have their gardens, etc there. He stated that the committee had been aware that KI would love to have the facility where the Extension office is; they have wanted to put a training center there for many years. Krueger noted that he had spoken with someone as recent as nine months ago and they had still expressed interest. He felt there were too many variables that needed to be discussed before going to the County Board. Without having all the information he didn't feel it would be right. Krueger's biggest concern right now is the information regarding possibly gang problems nearby the facility. He stated that he had been unaware of broken windows that had been reported previously. He suggested that in the next week the committee do a walkthrough of the building. There were a lot of things out there that he had questions about and had felt the rest of the committee would benefit from the tour. He stated there were a lot of things out there, even a fully equipped kitchen. For the parameters of what this committee does there had to be direction of where they are going to solve their problems long range. Krueger suggested looking into a monitoring system for the building as well.

Supervisor Fleck stated that a few years back discussion regarding moving the health department to the Sophie Beaumont building and moving the staff from Sophie to the former MHC building. Hinz stated that they would have to factor in the arrival of Family Care. Six Human Services employees from Sophie Beaumont would work directly with Family Care one way or another.

A MOTION WAS MADE BY SUPERVISOR KRUEGER AND SECONDED BY SUPERVISOR ANDREWS TO SUSPEND THE RULES TO ALLOW INTERESTED PARTIES SPEAK. Vote taken. MOTION CARRIED UNANIMOUSLY.

Darlene Charneski - 3101 Bay View Drive

Ms Charneski brought up the gravesite and questioned if the county had records of the indigent. Planning Director, Chuck Lamine, replied that the area was right behind the MHC and stated they had some records. He explained that he had been working with the State Historical Society along with the staff at the Brown County Library on retrieving additional records/information. Lamine had thought that some of the sites were from the old sanatorium.

Dotty Juengst - 846 Cornelius Drive

Ms Juengst questioned if there were plans to move the Huber Jail to that location, Hinz responded that there had been a brief discussion but it would be costs prohibitive for the amount of staff that would be needed for that type of facility.

Judy Laskowski - 2825 Mt. Mary Drive

Ms. Laskowski questioned if there was security present 24 hours a day, Hinz responded that the facility is being checked three to four times a day in intervals. Laskowski stated that she recently noticed broken windows.

Patrick Kloster - 2836 Mt. Carol Drive

Schmidt Park President, Kloster, reiterated the potential options (NWTC, a VA Clinic, a developer or tearing the facility down) for the potential property with the committee and Executive Hinz.

Juengst questioned if the county had ever evaluated all the county departments to determine if they could be moved into that facility. Warpinski responded that part of the mission of this committee is to look at the future uses of each facility for the departments. Balancing the idea of putting people in this building is also what they want to do but they want to focus on the mission of each department rather than see how many people can fit into a building. This committee actively reviews the needs and had even done some placements of departments in this building, but it is such a large facility and to move certain departments just to take up some space doesn't necessarily make sense.

Supervisor Fleck stated that this study had been done three or four times since he had been elected on the Board. He felt that this discussion comes up around the same time and before decisions are made, an election takes place and new members get appointed to the committee and they have to start all over again.

Juengst questioned if the county had ever looked into using the facility for other units of government or for schools, public, private or charter schools, etc. Lamine felt that when putting together the notice of offering they should contact architect firms, developers, people that have a background in building adaptive reuse. He felt they could certainly contact all the government agencies as well as school districts. The best summary would be that the structure was too big of a building to concentrate any county uses without ending up with a lot of vacant space which was not designed for office space. Lamine stated that one thing they looked into was if there were possibilities of historic tax credits. There are developers out there that are aware of these things. He is hopeful that they will be fortunate enough to find someone with that knowledge and those skills. He noted that any changes to the public institutional use that it is now will have to go through zoning action from the city and there will be a public process to accomplish that. There are a lot of steps for anything to happen but first they needed to come to this committee to ask for

permission to move forward with the request for offers which will eventually go to County Board.

A MOTION WAS MADE BY SUPERVISOR FLECK AND SECONDED BY SUPERVISOR ANDREWS TO RETURN TO REGULAR ORDER OF BUSINESS. Vote taken. MOTION CARRIED UNANIMOUSLY.

A MOTION WAS MADE BY SUPERVISOR ANDREWS AND SECONDED BY SUPERVISOR WETZEL TO RECEIVE AND PLACE ON FILE. Vote taken. MOTION CARRIED UNANIMOUSLY.

6. LONG RANGE PLAN UPDATE:

Warpinski stated what he felt needed to be accomplished was a tour at the former MHC and questioned if they were to sit down and focus on beating out their input on this plan to get it packaged. Lamine responded that there is no solid answer. He felt it had been difficult for continuity with having to deal with elections while working to get things accomplished. Lamine stated another problem was they can't move forward on some things until the committee makes decisions on some of the key areas. It's like a domino effect and it makes things more difficult. He felt that they are close to making a decision on the old MHC which is going to be one of those decisions that will enable them to move forward on other areas. He suggested focusing on energy because they have a grant to get projects done. It's a nice tie into the facility effort and has helped support some of their decisions on some of the properties. He felt as a committee, get through the next couple of months, tour the old MHC, analyze the square footage of all of the departments to consider if they are candidates for a possible move, and maybe it will start forcing decisions.

Dowell stated that it was a major expenditure to renovate the former MHC. He felt they wouldn't really know until they have a plan in place and got an estimate. Krueger felt that there was staff that could give the committee a cost estimate without having to hire someone for a full evaluation.

Krueger added that there is a new Human Services Director and there had been discussions in the past with efficiencies with having caseworkers working out of the schools they report to and that was something to look at as well.

A MOTION WAS MADE BY SUPERVISOR KRUEGER AND SECONDED BY SUPERVISOR FLECK TO RECEIVE AND PLACE ON FILE AND MAKE PART OF THE LONG RANGE PLAN. Vote taken. MOTION CARRIED UNANIMOUSLY.

5. SUCH OTHER MATTERS AS AUTHORIZED BY LAW:

A MOTION WAS MADE BY SUPERVISOR FLECK AND SECONDED BY SUPERVISOR ANDREWS TO ADJOURN AT 7:20 P.M. Vote taken. MOTION CARRIED UNANIMOUSLY.

Respectfully submitted,
Alicia A. Loehlein
Recording Secretary

PROCEEDINGS OF THE BROWN COUNTY FACILITY MASTER PLAN
SUBCOMMITTEE

Pursuant to Section 19.84 Wis. Stats., a meeting of the **Facility Master Plan Subcommittee** was held on Monday, February 8, 2010, at 5:00 p.m. in Room 201 of the Northern Building, 305 East Walnut Street, Green Bay, Wisconsin.

Present: Chair-Adam Warpinski, Carole Andrews, Mike Fleck, Jack Krueger, Pat Wetzel

Excused:

Also Present: Executive Tom Hinz, Supervisor Lund, Bill Dowell, Chuck Lamine

1. **CALL TO ORDER:**

The meeting was called to order by Vice-Chair Carole Andrews at 5:00 p.m.

2. **APPROVE/MODIFY AGENDA:**

A MOTION WAS MADE BY SUPERVISOR FLECK AND SECONDED BY SUPERVISOR WETZEL TO APPROVE. Vote taken. MOTION CARRIED UNANIMOUSLY.

3. **DISCUSS FORMER MENTAL HEALTH CENTER OPTIONS:**

Supervisor Andrews stated that she had received a few suggestions from constituents such as using the former MHC for shelter care. Committee members reiterated the discussions from their last meeting on January 26, 2010, with regards to moving the UW-Extension and Health Department.

Executive Hinz stated the discussion was in future to move the Health Department to the former VFW at 27 S. Pine St. to keep the Health Department downtown. IS Director Bob Heimann informed Mr. Hinz that the location was not too far for fiber optics, etc. The location also had good parking but Hinz noted there would be a considerable investment.

The committee asked Hinz if there were any further updates with regards to the former S&L Auto Dealership building, Hinz responded that there had been discussions. The County currently leases the Denil building for garage use; he explained it was undesirable due to the safety issues, the fact that it is not energy efficient and expensive. The S&L building may be a remote possibility for that purpose. Hinz stated that Highway Director Brian Lamers had explained that by having a garage out in the S&L location the department would be more efficient and be able to put more plows out there. Supervisor Mary Scray suggested putting the S&L building on Public Safety, Andrews added that she would like to see a cost benefit analysis.

Hinz noted that there had been discussions regarding moving the Sheriff's department to the old MHC. It was thought to be a good option until the discovery of the HVAC issues, the excess of leftover space and location issues. A remodel to the MHC would be a considerable amount, costs would be prohibitive. Supervisor Krueger felt these issues applied to anyone who takes ownership. Hinz further added that it had been discussed to use the MHC building for a short term veteran's clinic potentially keeping half of the building and remodeling it. As discussed at the last Facility Master Plan meeting, Hinz stated he had spoken with Disabled American Veterans Treasurer and Past National Commander, Dick Marbes, about using the facility for a veteran's homeless shelter. Another idea would be to convert part of it into a short term stay for veterans and their families while converting another area into novelty shops, maybe a coffee shop and or a library. He stated Federal dollars would need to be used.

Supervisor Fleck suggested using part of the facility for record retention instead of paying A.R.M.S. (Automated Records Management Systems, Inc.) for record storage. Facility

Management Director, Bill Dowell, stated that the County paid A.R.M.S. \$30,000-\$40,000 a year for the retrieving and storing of records. Dowell stated he could get bring back exact numbers.

Supervisor Krueger stated he would like to see departments that are in rented buildings in buildings that are County owned. He suggested using part of the space for an impound area. Krueger stated that there are a lot of things to look at including the cost of utilities that are currently being used. He stated there are issues with what is sitting inside the building and felt it was a critical time because of the concerns with the known gangs close by and it being a vacant building. He would like to further discuss possibly installing motion detector cameras. Hinz responded that they could get estimates and make a decision then to install motion detectors.

With regards to the stuff that is inside the building such as beds, TVs, coffee pots, lockers, expensive kitchen equipment, etc. the committee discussed the possibility of having the items inventoried. Hinz questioned the objective of the committee and suggested giving the used beds to mission outreach programs. Krueger questioned if they are looking to sell the building would it be best to move the items out of the building and suggested fixing up one of the barns until they find a potential for the building. Krueger expressed that he would be against tearing the building down. Dowell responded that the County is currently working with the State to use some of the facility/barns for emergency storage of emergency cots in case of pandemics, etc. Planning Director Chuck Lamine questioned if any of these items have a potential value or would be of any interest to the potential buyer of the building and stated it could all be included in the Request for Offer that will be going before the County Board soon. He stated it would be nice to photograph each item and make a list available to each department head incase any of the items could be utilized for county use. Krueger stated that he would like to look into finding a class from one of the local colleges to overtake inventorying the items inside the building as a project in hopes of saving money and not funding additional staff time, etc. Supervisor Lund suggested getting an estimate of cost for inventory. Hinz suggested looking into having inmates in the work release program take inventory. He felt it could be as simple as giving two people a cart, a laptop and a digital camera. Dowell felt they would need to have skilled huber inmates to handle such a task. Supervisor Andrews felt they would also need someone skilled to oversee the inmates and explained there would need to be a process. Dowell responded that in finding someone to supervise they would just come out better if they hired a company just to do the inventory. Hinz stated that he would contact Captain Jadin at the Jail to see if they have anyone skilled on work release and would talk with NWTC to see if there are any type of classes that could take on this project. A final statement was added to get a cost estimate for inventory, bring forward a concrete plan and send the information to the Administration Committee.

Supervisor Warpinski arrived at 5:38 p.m.

Supervisor Andrews referred to the Brown County departmental survey responses related to the Facilities Management Plan and questioned what departments worked with each other. Lamine explained that they had put together a diagram of which department works with other departments and who might have flexibility. If there is additional space they put the numbers to cost. Dowell felt that the real issues were the cost to renovate the facility and thought that other options seem to be more feasible. He considered renovation a major project. He felt the use for veterans home/temporary housing the Federal Government would have to operate. Dowell noted that there were several departments that could be moved there but felt it did not make sense cost wise. Lund questioned if the cost would be significant if they were to renovate for office use vs. medical when factoring in rent, etc. Lund went on to talk about Recovery Act for Bonding and Bill America Bonds.

A MOTION WAS MADE BY SUPERVISOR KRUEGER AND SECONDED BY SUPERVISOR WETZEL TO HAVE STAFF COME UP WITH ALTERNATIVE TO GET BUILDING INVENTORY IN SOME SORT OF ORDER. Vote taken. MOTION CARRIED UNANIMOUSLY.

A MOTION WAS MADE BY SUPERVISOR WARPINSKI AND SECONDED BY SUPERVISOR KRUEGER TO GET COST ESTIMATE FOR MOTION DETECTOR CAMERAS FOR FORMER MHC PROPERTY. Vote taken. MOTION CARRIED UNANIMOUSLY.

5. SUCH OTHER MATTERS AS AUTHORIZED BY LAW:

A MOTION WAS MADE BY SUPERVISOR WARPINSKI AND SECONDED BY SUPERVISOR ANDREWS TO ADJOURN AT 6:05 P.M. Vote taken. MOTION CARRIED UNANIMOUSLY.

Respectfully submitted,

Alicia A. Loehlein
Recording Secretary

PROCEEDINGS OF THE BROWN COUNTY FIRE INVESTIGATION TASK FORCE

BOARD OF DIRECTORS

A meeting of the Board of Directors of the Brown County Fire Investigation Task Force was held on January 14, 2010, at 9:00 a.m., at the Allouez Fire Department, 135 Dauphin St., Green Bay, WI.

Present: John Gossage, Jeff Roemer, Kevin Tielens, Tom Vandenack, Nicklaus Craig, Glenn Deviley, Brad Muller, Jim Nickel, Mark Wallace, Larry Mours, Greg Urban

Excused: Robert Kiser, Rick Davidson, Dennis Kocken, Jim Arts

Absent: John Zakowski, Derek Beiderwieden, Eric Dunning, Ed Janke, Kevin Heimerl, Larry Wilson

Item #1. Adoption of Agenda.

Motion was made by Vandenack and seconded by Roemer to adopt the agenda. **Motion carried.**

Item #2. Approve Minutes of Meeting of November 12, 2009.

Motion was made by Wallace and seconded by Vandenack to approve the minutes of the last meeting. **Motion carried.**

Item #3. Report of Monthly Activities of the Fire Investigation Unit.

Muller reported that the fire investigation unit was called out to the following fires since the last meeting:

09-27-09 2252 Fox Heights Ln., Ashwaubenon (business/accidental)
10-12-09 3174 Freedom Rd., Lower, Lawrence (residence/undetermined)
10-13-09 2165 Broadway, Ashwaubenon (business/arson)
10-25-09 161 Cliffview Dr., Green Bay (residence/accidental)
12-01-09 500 Day St., Green Bay (Georgia Pacific/undetermined)
12-06-09 2401 Memorial Dr., Howard (residence/accidental)

Muller reported that the unit responded to 28 calls in 2009.

Mours stated that the Task Force received a thank you letter from Georgia Pacific for the investigation of their fire.

Item #4. Report of General Membership President.

Muller reported that 19 members attended the last General Membership meeting in December. There was discussion about ongoing cases and training ideas for 2010. The letter from the Board

of Directors was read encouraging members to take the fire investigation technician certification online course. Meeting dates and locations were set for 2010. Training involved information from the IAAI fall conference regarding heavy equipment fires. A new laptop was purchased for the truck along with a small generator and some other small items.

Item #5. Old Business.

A. Disposition of Case Proceedings.

Muller reported that four arsons were referred to the district attorney's office for charges—1032 Pine Street, Green Bay; 4335 De Pere Road, Glenmore; 2165 Broadway, Ashwaubenon; and 1429 North Irwin Avenue, Green Bay. Randall Robenhorst pled guilty reference the Pulaski arson and was sentenced to six months in jail and a lengthy supervision.

B. Status of County Agreement with MABAS.

Nothing new to report.

Item #6. New Business.

Muller stated he found a couple of pieces of apparatus for the truck that may work to fix problems with it.

Item #7. Report of Juvenile Firesetter Program Coordinator.

Craig reported that three juveniles from Green Bay went through the program. Two were given follow-up calls with no further action and one referred to Human Services for counseling.

Item #8. Other Matters.

Muller suggested reducing the number of yearly Board meetings to quarterly or semi-annually instead of the current six. This will be put on the agenda for discussion at the next meeting. It was also suggested forming a committee to review the bylaws for any changes. This will also be put on the agenda for the next meeting.

Item #9. Set Date, Time, and Location of Next Meeting.

The next meeting was set for Thursday, March 18, 2010, at 9:00 a.m., at the Allouez Fire Department.

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Item #10. Adjourn.

Motion was made by Roemer and seconded by Wallace to adjourn the meeting. **Motion carried.**

Respectfully submitted,

Marsha Laurent
Recording Secretary

MINUTES
BROWN COUNTY HOUSING AUTHORITY
Monday, February 15, 2010
City Hall
100 N. Jefferson Street, Room 604
Green Bay, WI 54301
3:00 p.m.

MEMBERS PRESENT: Darlene Hallet-Chair, Michael Welch-Vice Chair, Tom Diedrick

MEMBERS EXCUSED: Paul Kendle, Rich Aicher

MEMBERS ABSENT: None.

OTHERS PRESENT: Rob Strong (arrived during item 4), Robyn Hallet, Matt Schampers, Donella Payne, Chip Law, Matt Roberts, Dave Swanson, Mike Mason (arrived prior to item 7)

APPROVAL OF MINUTES:

1. Approval of the minutes from the January 11, 2010, meeting of the Brown County Housing Authority.

A motion was made by M. Welch and seconded by T. Diedrick to approve the minutes from the January 11, 2010, meeting of the Brown County Housing Authority. Motion carried.

COMMUNICATIONS:

None.

R. Hallet introduced Matt Schampers, Senior Accountant.

REPORTS:

2. Report on Housing Choice Voucher Rental Assistance Program (December and January)

D. Payne stated that we don't have January reports because of the work being done on year end reports. Next month January and February will be reported.

A. Preliminary Applications

D. Payne stated that there were 98 applications received for the month of December.

B. Housing Assistance Payments

D. Payne stated that the HAP for December was \$1,003,302.00

- C. Housing Assistance Unit Count
 - D. Payne stated that unit count for December was 2711.
 - D. Housing Quality Standard Inspection Compliance
 - M. Roberts stated that the initial pass rating was 50.42% with a reinspection rating of 21.05%. The fail rate is at 28.53%.
 - E. Housing Choice Voucher Administrative Costs and HUD 52681B
 - C. Law stated that December is the worse month because in the beginning of the year HUD was sending \$120,000.00 and in December HUD sent \$95,000.00. The budget is not a fixed number, but is based off what HUD sends every month. If HUD had sent the full allotment for December, we would have broken even for the year, but because they did not, we are over budget by \$14,000.00. The funds are based on the unit count. He thought that HUD would be sending \$110,000.00 but after HUD did their calculations they only sent \$95,000.00. In December, HUD actually withholds a 25 percentile withholding for future calculations, but we might receive some additional funds. He stated that he does not expect that it would be a lot of money because last year we only received \$3,000.00 additional funds.
 - F. SEMAP Monitoring Report
 - D. Payne stated that the SEMAP monitoring report is still at 100%.
 - G. Report of the Housing Choice Voucher Family Self-Sufficiency Program.
 - D. Payne stated that in December there were 100 FSS clients and in January there were still 100. There were 40 escrow accounts in December and in January. There were 4 graduates in December and 1 graduate in January.
 - H. Report on the Housing Choice Voucher Home Ownership Option.
 - D. Payne stated that the client count was 97 for both December and January.
 - I. Report on Langan Investigations Criminal Background Screening and Fraud Investigations.
 - D. Payne stated that for the month of December there were 17 investigations opened with 6 of those closed as substantiated and 10 remain open. For January there were 8 investigations opened with 5 being closed as substantiated, 1 closed as unable to substantiate and 2 remain open. The annual report is enclosed for the Authority's review.
- M. Welch asked D. Swanson if he had any observations he would like to pass along.
- D. Swanson responded that it speaks well for our community that Brown County and ICS are far above the rest of the country in this type of activity. Langan Investigations is pleased to be a part of this program that is so greatly recognized.

OLD BUSINESS:

None

NEW BUSINESS:

3. Discussion and action on Chapter 8 (Housing Quality Standards) of HCV Administrative Plan.

M. Roberts explained that after discussions with HUD, R. Strong, and R. Hallet, the proposal before the Authority is to remove a 7' minimum direction for a room standard. It has been determined that this modified requirement goes beyond the City of Green Bay housing standard and ICS received a letter from R. Hallet requesting that this be removed.

A motion was made by M. Welch and seconded by T. Diedrick to approve the change to Chapter 8 (Housing Quality Standards) of HCV Administrative Plan. Motion carried.

4. Discussion and action on Chapter 3 (Denials) and Chapter 12 (Terminations) of HCV Administrative Plan.

D. Payne stated that in February 2008 there was a request to put into the Administration Plan that if a family owes a sum of money in excess of \$500 to any local, county, state, or federal government agencies, unless they provide proof that the full amount has been repaid within two weeks of notification, ICS could deny or terminate. K. Pamperin was going to obtain in writing from HUD that this was ok but ICS is in receipt of a statement from HUD that according to the regulations, we can't have this policy. Owing money to a court does not fall under the criteria for denial or termination. HUD Headquarters personnel has stated that PHAs can only deny assistance for reasons stated in the regulations and going beyond such parameters is a violation.

T. Diedrick asked what the alternatives would be.

D. Payne stated that in regards to this, there is nothing that can be done per HUD regulations.

R. Hallet stated that discussions were held at length with HUD about what other options we have. One of the options that was discussed is looking at this under suitability for tenancy, which is something that a Housing Authority can screen clients for. Landlords in the general community should also be doing this when they rent to someone. We can't base suitability of tenancy just on money owed to government agencies, however; we would also have to get verification from prior landlords, check utility payments, etc. to make sure that they are a client that would or would not be a responsible renter. That is more than what we have ever done for screening and most Housing Authorities don't do that and we don't have the capacity to add on that intensive of screening.

R. Hallet stated that this issue has been brought to the attention of Mayor Schmitt who is the Chair of the U.S. Conference of Mayors and he shared it with the Secretary of HUD in Washington.

D. Hallet asked if there were many cases where individuals owed more than \$500 to another government agency and were applying for assistance.

D. Payne replied that there were fewer than three dozen.

R. Strong stated that the Authority might want to send a letter to Washington asking that they take a look at the regulations and include this as part of their screening process.

T. Diedrick commented that we might want to copy our legislature on this letter.

D. Hallet stated that is a good idea to send this letter.

A motion was made by T. Diedrick and seconded by M. Welch that the Authority acknowledges that direction has been received from HUD that the previous chapter revisions regarding the ability to reject clients that owed the government more than \$500 is not acceptable and we need to revert back to the prior standards. Also, a letter needs to be submitted to Washington and copy our legislature. Motion carried.

5. Discussion and action on Chapter 15 (HCV Homeownership) of HCV Administrative Plan to add Catholic Charities as an approved homeownership counseling provider for the HCV Homeownership Program.

R. Hallet stated that at the last meeting, the Authority did authorize Catholic Charities as an approved provider for the HCV Homeownership Program. The Administrative Plan needed to be changed to conform to that. Catholic Charities has now been added and Neighborhood Housing Services was also changed to reflect their new name of NeighborWorks® Green Bay.

A motion was made by T. Diedrick and seconded by M. Welch to approve the modifications for Chapter 15 (HCV Homeownership) of HCV Administrative Plan to add Catholic Charities as an approved homeownership counseling provider for the HCV Homeownership Program. Motion carried.

6. Discussion and possible action to approve administering VASH vouchers prior to finalization and approval of changes to Administrative Plan for VASH vouchers.

R. Hallet reminded the Authority that VASH vouchers are Veteran Affairs Supportive Housing vouchers. At a previous meeting the Authority did approve administering these vouchers. D. Payne has been working with the VA and does have some referrals.

D. Payne stated that Melissa from the Veteran Affairs did come up to Green Bay for a meeting and explained she will be the case manager for the clients. The process has been set up with the City of Racine and Veteran Affairs. The only disqualification for applicants of these vouchers is if the individual is on the sex offender registry. Melissa has contacted DonElla and indicated she has three individuals that she has started doing the preliminary paperwork and they have our preliminary applications and she wanted to go ahead and send them to Racine when she had all the paperwork so we could start the process. ICS is currently in the process of working on the Administrative Plan for the VASH vouchers and that will be presented at the next meeting. Since there are such small criteria for this, they would like to be able to go ahead and meet with these veterans and start the paperwork with them.

R. Hallet clarified that Melissa has ICS's preliminary applications but wouldn't they need the preliminary applications from Racine?

D. Payne stated that they need our preliminary applications because the vouchers are ported, not the person. The vouchers are sent here from Racine. It is set up so that our preliminary application and paperwork is done and sent to Racine.

R. Hallet stated that when she participated in the phone conference, her understanding was that the veterans would have to apply in Racine, fill out all of the paperwork in Racine, and then it would be ported up here.

D. Payne stated that initially that was her impression also, but then she found out that was incorrect.

R. Strong stated that another condition for the homeless Veterans to receive these vouchers is that they be receiving social services.

D. Payne replied that is correct and that none of the homeless veterans are referred to the program unless they are working with Melissa as the case manager. One of ICS' Family Self Sufficiency Coordinators is going to be handling all VASH vouchers. There will in turn be one action plan for both programs if they choose to go into the FSS program. Melissa works out of Milwaukee but will be up here often, at least once a week but up to two or three times a week.

M. Welch asked if there is anything that we can screen the homeless veterans for other than the sex registry.

D. Payne responded that we can only check the sex registry or another PHA.

R. Strong stated that he believes that once they are on the program, if they do commit a violent act or do something else that would normally exclude someone from the program, they are held accountable.

R. Strong explained to the Authority that what they are approving today is the authorization to go ahead and continue with the processing of these VASH vouchers prior to us coming back to the Authority with the Administrative Plan changes.

A motion was made M. Welch and seconded by T. Diedrick to approve administering VASH vouchers prior to finalization and approval of changes to Administrative Plan for VASH vouchers. Motion carried.

7. Update from ICS on investigation contract and discussion and possible approval for the Authority to pay a portion of the cost of investigative services.

R. Hallet explained that ICS put out a Request for Proposal (RFP) for investigative services. A couple of different responses were received which were of interest, including the response by Langan Investigations. She stated that she believes that everyone would like to continue working with Langan Investigations but that there were some cost increases with their proposal that need to be looked into and how they would be addressed. From discussions that she and R. Strong have had and looking at what the cost to ICS has been over the past 2 years vs. the increase in costs to remain with Langan Investigations, they would propose that the Housing Authority pay for any costs in excess of \$6,000.00 per month. The \$6,000.00 reflects the average that ICS has been paying to Langan Investigations. If ICS would like to recommend a different number, that would be open for debate.

R. Strong stated that we have been receiving good services from Langan Investigations. We are just making sure that we are receiving the best price for the work we are asking to be performed. There are some differences in the services that would be provided by the two agencies that are being looked at. Langan Investigations works with the Green Bay Police Department, which is the jurisdiction where a bulk of our clients are served and there are some advantages to that. On the other hand, we can understand where ICS is coming from with the costs going up for the investigative portion of the job. We took an average over the last two years, which came to approximately \$72,000.00 per year, which ICS has been paying to Langan Investigations. That is how the \$6,000.00 figure was derived. While we didn't want ICS to have that continual increase, we didn't feel we should be reducing what has already been paid out for Langan Investigations' services.

C. Law stated that another component discussed at the December meeting is that the Authority asked that ICS investigate with the Chief of Police and have some discussion. He did not realize how closely Langan Investigations and the Green Bay Police Department were connected. For a lack of a better way to state it, the two are pretty much married with no divorce coming anytime soon. After these discussions with the Chief, it made ICS understand that this is not just a simple thing to have someone else come in and fill the role that Langan Investigations play. It is more complicated than what was originally thought. There are a couple of things that he did want to clear up and he is glad that Dave

Swanson and Mike Mason are present. There was a question about software that only they have access to that no one else would.

M. Mason stated that they actually access the Green Bay Police Department records themselves. The other software products they utilize are available to anybody who wants to purchase them. They also have a contract with the State to run license plates and one program they use frequently is the social security number check. Langan Investigation has an office at the Green Bay Police Department and are the only ones that would be allowed to do this because of their history with the Green Bay Police Department and the knowledge of the software that they use. Langan Investigations also interacts all the time with the officers of Green Bay. If anyone else would want to do a record check, it would take approximately two weeks to get it.

C. Law stated that this was a learning process for ICS. He also had graphs that showed the ICS administrative funding received by HUD, which went down in 2008 and 2009 and that is why ICS is having trouble with the increases being proposed by Langan. ICS is not saying that Langan Investigations does not add a huge component to what they are trying to accomplish. It is that they can't continue on like this or they may end up having to lay off staff in order to employ Langan Investigations to do their part. Everything that Langan has done is appreciated but at the same time they need to make sure they are getting the best price for the services that are required. One of the graphs that he presented shows that the area of fraud referral with the highest percentage is the unreported household member. The other graph shows the sources of the fraud referrals, with 41% coming from call/write in and then 33% coming from ICS staff.

T. Diedrick stated that it is good to ask for RFPs every few years. The problem is you're not getting the exact same services because of all of the underlying issues. Because of all of the work and time and money that we are putting into this, we need to make sure we are getting the same level and quality of service. That is the bottom line and it doesn't always show up on paper in a bid.

D. Payne stated that by doing the RFP they were able to look at what is really going on and meet with Langan Investigations and understand the services they provide and how they accomplish what they do.

C. Law spoke about the process to get on the program and that the program is very in-depth.

T. Diedrick made a suggestion for a means of awareness, to send out letters every six months to agencies that referrals would be coming from to give them an update where ICS is at and what the approximate wait time would be for people to be accepted into the program.

C. Law stated that is a good suggestion. The more information we can get out to people doing referrals, the community, the leaders in the community, etc. about this program and what it really is will dispel myths that exist.

M. Welch questioned the increases that Langan Investigations is proposing.

C. Law stated that there is a 20% increase in the costs for investigations.

D. Payne stated that originally there was an increased across the board, but after meeting with Langan Investigations, the costs for preliminary applications background checks and pre-investigations will remain the same. The only thing being increased will be the costs for investigations.

R. Strong stated that when there is fraud we do take the individuals to small claims court and fees received from that helps offset the cost of the intern but could be used to offset the costs from Langan Investigations. We have met with the District Attorney's office and they are willing to take these on as criminal cases and we in turn would not incur the costs of running these through small claims court, which save approximately \$200 per case.

D. Hallet questioned what would happen if for example three months of fees charged by Langan Investigations were only \$3,500.00 but then the next month it was over \$6,000.00. Logistically, how is this handled? Would the Authority still pay for the month that went over or would ICS cover that because they have the money based on the fact that their average was determined to be \$6,000.00 per month and for three months they didn't have to pay that amount.

R. Strong stated that we could set a benchmark of \$72,000.00 per year for ICS and then look at it again at 9 months to see where we are. We could word it so ICS is expected to pay \$72,000.00 per year and then the Authority would pay anything above and beyond. If the expenses are less than \$72,000.00 for the year then the Authority would pay nothing.

C. Law stated that should be reviewed annually in January.

A motion was made by M. Welch and seconded by T. Diedrick to approve the Authority to pay a portion of the cost of investigative services, over the yearly amount of \$72,000.00 to be paid by ICS. This would be reviewed yearly to come up with the figures for the next year. Motion carried.

8. Review and approval of Resolution No. 10-01 certifying the Brown County Housing Authority Annual SEMAP submission for fiscal year ending December 31, 2009.

R. Hallet stated that every year we do SEMAP certification, which is basically our report card on how we are doing. Included in the agenda packet is a description of each indicator, what the Authority's previous rating was, what the expected rating is for this year and the total possible. We expect to remain at 100%.

A motion was made by T. Diedrick and seconded by M. Welch to approve Resolution No. 10-01 certifying the Brown County Housing Authority Annual SEMAP submission for fiscal year ending December 31, 2009. Motion carried.

9. Discussion and action on responses to Request for Proposals for 150 new construction Project Based Vouchers.

R. Hallet stated this gets back to past discussions on the project with Port Plaza tenants being relocated to other sites through Cardinal Capital. We had to put out a Request for Proposal (RFP) for the developer who would contract with the Housing Authority to do these Project-Based Vouchers. The RFP was published last month and we only received the one response, which was from Cardinal Capital. Included in the agenda packet is the scoring of Cardinal Capital's response to the RFP by R. Strong, N. Aderholdt, and R. Hallet. We would recommend that Cardinal Capital be awarded the 150 new construction Project-Based Vouchers.

A motion was made by T. Diedrick and seconded by M. Welch to award the 150 new construction Project Based Vouchers to Cardinal Capital. Motion carried.

10. Approval of 2009 BCHA Year End Financials.

M. Schampers stated that at this point they are not completed because a couple of questions have come up that we need to address with the auditors. These should be ready for the next meeting.

R. Strong stated that the submission deadline is the end of the month, which we will meet and then report to the Authority next month.

INFORMATIONAL:

11. Commissioners' Corner articles from NAHRO.

R. Hallet explained that Commissioners' Corner is a new column in NAHRO's publication dedicated to discussing issues that are of interest to commissioners. She obtained permission from NAHRO to copy these articles for the Authority to read. The articles are very interesting and insightful on what other communities and Board do.

12. HUD Approval of 5 Year/Annual Agency Plan.

R. Hallet stated that initially there were some deficiencies with the Five Year/Annual Plan which were corrected immediately. We have now received communication from HUD that the Five Year/Annual Plan submission has been approved.

BILLS:

R. Hallet distributed the bills to the Authority.

A motion was made by M. Welch and seconded by T. Diedrick to approve the bills. Motion carried.

FINANCIAL REPORT:

M. Schampers stated that this is not available until we close the fiscal year.

STAFF REPORT:

13. Summarized list of BCHA Actions.

R. Hallet stated that there was a recommendation that a list be compiled of all of the actions that the Authority has taken within the past several years, so the intern researched this for the past four years and it is included in the agenda packet.

R. Hallet stated that the only other point of interest is what R. Strong spoke about earlier in the meeting in regards to the District Attorney pursuing criminal charges for fraud cases. We have submitted four cases to the District Attorney to start acting on. There will be a learning curve as the District Attorney gets used to the documentation we have and we learn what documentation he needs for each case.

A motion was made by M. Welch and seconded by T. Diedrick to adjourn the meeting at 4:48 p.m. Motion carried.

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MINUTES
BROWN COUNTY TRANSPORTATION COORDINATING COMMITTEE
Monday, December 14, 2009
Green Bay Metro Transportation Center
901 University Avenue
Green Bay, Wisconsin
9:45 a.m.

ROLL CALL

Sunny Archambault	<u>X</u>	Nick Mahlik	<u>X</u>
Betty Bennett	<u></u>	Byia Martin	<u>X</u>
Diana Brown	<u></u>	Barbara Natelle	<u></u>
Brandon Cooper	<u></u>	Sandy Popp	<u>X</u>
Chris Culotta	<u>X</u>	Cole Runge	<u>X</u>
Pat Finder-Stone	<u>Exc</u>	Jayme Sellen	<u>X</u>
Carl Graf	<u>X</u>	Julie Tetzlaff	<u>X</u>
Chris Hasselbacher	<u></u>	Mary Van Acker	<u></u>
Kathy Hillary	<u></u>	Tina Whetung	<u>X</u>
Kathy Johnson	<u>X</u>	Vacant – BC Board	<u></u>

Others present: Lisa J. Conard, Steve Maricque, Cathy Putman, and Steve Rosenbaum.

ORDER OF BUSINESS

C. Runge called the meeting to order at 9:45 a.m.

1. Approval of the September 14, 2009, Transportation Coordinating Committee meeting minutes.

A motion was made by S. Archambault, seconded J. Sellen, to approve the September 14, 2009, Transportation Coordinating Committee meeting minutes. Motion carried.

2. Discussion and action on the Brown County Aging and Disability Resource Center's application for 2010 Wisconsin Specialized Transportation Assistance Program (section 85.21) funds.

S. Archambault provided an overview of transportation needs and gaps for the county's elderly and disabled population:

- Many seniors and persons with disabilities cannot afford specialized transportation.
- Rural residents do not have access to Red Cross or Green Bay Metro transportation services.
- Some transportation programs limit the number of trips a person can take in one day to two one-way trips (this does not allow someone who has a medical appointment to go to another site for a medical test or to fill a prescription).
- Social and recreational trips are difficult to arrange because medical appointments are a priority for some transportation programs.
- Public transportation is not available Saturday evenings, Sundays, or holidays.
- There is a need to better accommodate bariatric passengers.

- Short and long-term funding for local transportation programs is a concern.

A motion was made by K. Johnson, seconded by J. Sellen, to support the Brown County Aging and Disability Resource Center's application for 2010 Wisconsin Specialized Transportation Assistance Program (section 85.21) funds. Motion carried.

3. Request for a letter from the Transportation Coordinating Committee supporting the Lakeland Chapter of the American Red Cross' FY2011 & FY2012 Section 5310 projects.

S. Maricque stated that the Section 5310 request is for replacement vehicles. These vehicles will provide more seating for passengers in wheelchairs.

A motion was made by S. Archambault, seconded by J. Tetzlaff, to submit a letter from the Transportation Coordinating Committee supporting the Lakeland Chapter of the American Red Cross' FY2011 & FY2012 Section 5310 projects. Motion carried.

K. Johnson asked if Red Cross received stimulus money for transportation or any other programs.

S. Maricque stated no.

4. Discussion of the status of a Regional Transit Authority (RTA).

C. Runge stated that at the last meeting of the TCC, the committee directed the chairperson to prepare and send a letter supporting efforts to establish a RTA to Green Bay Metro, state senators, and state assemblypersons.

C. Runge stated that he prepared and sent the letter, and a copy can be found in the September 14, 2009, TCC meeting minutes.

K. Johnson stated there has been no action at the state level regarding establishing a RTA in the Green Bay area or the Fox Valley.

J. Sellen stated that the funding mechanism for RTAs seems to be the sticking point with state elected officials. J. Sellen stated she feels that we will not see RTA enabling legislation this session. J. Sellen suggested that New North, an economic development organization operating in this part of the state, may be an ally in this effort.

J. Sellen stated that multi-jurisdictional TIF (tax increment financing) districts might be able to assist in paying for transportation services, but this concept is still being explored.

C. Runge stated that current federal transportation law, SAFETEA-LU, expired on September 30, 2009. There have been two short-term continuances of the law signed by the president. The new transportation law will likely determine if Metro and other systems with fewer than 100 peak hour buses will be exempt from the federal 200,000 population rule.

S. Popp stated she would like a one-page fact sheet summarizing the benefits of a RTA so she can include it when Options for Independent Living staff meets with state legislators in February of 2010.

K. Johnson agreed to put together a one-page fact sheet and provide it to Cole for distribution to all of the TCC members.

S. Popp asked that the fact sheet be sent to her before the end of January of 2010.

K. Johnson stated that a riders group has formed in the area. It is run by Brad Sauer, who is a frequent Metro rider. Some of the TCC members asked for contact information. The information was subsequently provided by L. Conard and is as follows:

- Mr. Sauer's contact information is: brad.sauer@savegreenbaymetro.com
- *Save Green Bay Metro – The Green Bay Transit Alliance* website can currently be found at www.SaveGreenBayMetro.com. The group plans on changing its web address sometime in 2010.

C. Culotta suggested that letters of support and other information regarding these efforts be shared with the Wisconsin Department of Transportation Bureau of Transit staff and Wisconsin's Secretary of Transportation.

The consensus of the committee was that legislators are afraid of supporting enabling legislation for a RTA because they do not want to be associated with a sales tax, even though the funding mechanism has not been identified.

C. Runge cautioned the committee that even if we are successful with legislation that exempts Green Bay Metro from the 200,000 population rule, we are still in need of a RTA to maintain and enhance current service levels.

J. Sellen stated that she would contact Rep. Steve Kagan's transportation advisor regarding this federal issue.

S. Archambault suggested that those who ride the bus or benefit from public transportation services submit their stories to state and federal elected officials.

The committee members agreed that a postcard in the shape of a bus or a postcard with an image of a bus could be developed and distributed to those who use or benefit from public transportation services. The individual could explain what public transportation means to them. The postcard would then be mailed to state and federal representatives. Area social service agencies, *Save Green Bay Metro-Green Bay Transit Alliance*, and/or others could help distribute the postcards.

C. Runge stated that Planning staff will investigate creating a postcard and assured the committee members that he will keep them up-to-date regarding this effort.

A discussion occurred regarding the popularity of developing or expanding light-rail services within and between large urban areas.

C. Putman suggested that smaller vehicles and a demand-response system could be beneficial in meeting the transportation needs of those in the Green Bay area.

C. Runge stated that the two-hub system concept developed by the Planning staff in 2005 continues to be a possible solution to improving public transportation service in the area.

K. Johnson agreed. K. Johnson stated that she believes Metro is two years away from implementing a two-hub system.

5. Other matters.

As a follow-up to past meeting discussions, C. Culotta asked Medi-Vans staff if post-medical appointment pick-ups have improved.

S. Rosenbaum stated yes.

N. Mahlik stated that management encourages drivers to communicate with each passenger regarding their expected pick-up location.

C. Runge set the next meeting date for:

Monday, March 8, 2010
Green Bay Metro Transportation Center
901 University Avenue
Green Bay, Wisconsin
9:45 a.m.

S. Popp requested that meeting dates for the remainder of 2010 be established and provided to the committee. L. Conard subsequently reserved the Transit Commission room for the remaining 2010 TCC meetings. A complete meeting schedule is listed below:

Brown County Transportation Coordinating Committee (TCC) 2010 meeting schedule:

All meetings will be held at 9:45 a.m. in the Transit Commission Room located at
Green Bay Metro Transportation Center
901 University Avenue
Green Bay, Wisconsin

March 8
June 14
September 13
December 13

K. Johnson stated that Green Bay Metro is offering a free bus ride in exchange for one can of non-perishable food product. Drivers will collect the food items as passengers board the bus. The promotion continues through Friday, December 18. All food items collected will be delivered to Paul's Pantry for distribution to qualifying area residents.

6. Adjourn.

C. Runge closed the meeting at 11:00 a.m.